

Instruction to complete the VHA Mandatory Training for Trainees Course

<https://www.ees-learning.net/>

This website is available from any internet connection in the world 24 hours a day, 7 days a week. Use Internet Explorer for best results

First Time Users

Forgot Password?

User Name:

Password:

Login

Employee Education System
On-line Learning Website
EXTERNAL

Feedback

Welcome

The Employee Education System (EES) is the Veterans Health Administration's education and training organization. We specialize in quality products and services for continuous learning and performance improvement.

This site supports IE 5.5 and greater. Netscape and all other browsers are not supported. If you have trouble with this site contact Help Desk at 1-866-496-0463 between the hours of 8:00 AM and 10 PM EST or email eeslibrixhelp@va.gov.

Employee Education System | [Privacy Statement](#) | [Accessibility](#) | [Disclaimer](#) | [Contact EES](#) | **Department of Veterans Affairs**
Date of last Update: July 17, 2005

Click on First Time User to establish a username and password – contact the help desk at 1-866-496-0463 if you don't recall this information.

SUBMIT COMPLETION CERTIFICATE TO:

bryan.williams2@va.gov or via fax 478-274-5876

https://www.ees-learning.net - First Time Users - Microsoft Internet E...

Employee Education System
On-line Learning Website

First Time User Information
To create an account, please answer the following questions.

What type of user are you?

- ☐ VA Employee (Paid by the VA)
- ☒ VA Other (Contractors, Volunteers, Residents, Interns, etc.)
- ☐ DOD
- ☐ IHS
- ☐ Federal Other
- ☐ Non-Federal Other

Submit

Done Internet

Click on VA Other

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Employee Education System
On-line Learning Website

First Time User Information
To create an account, please answer the following questions.

Please provide the following:

First Name:

Middle Name:

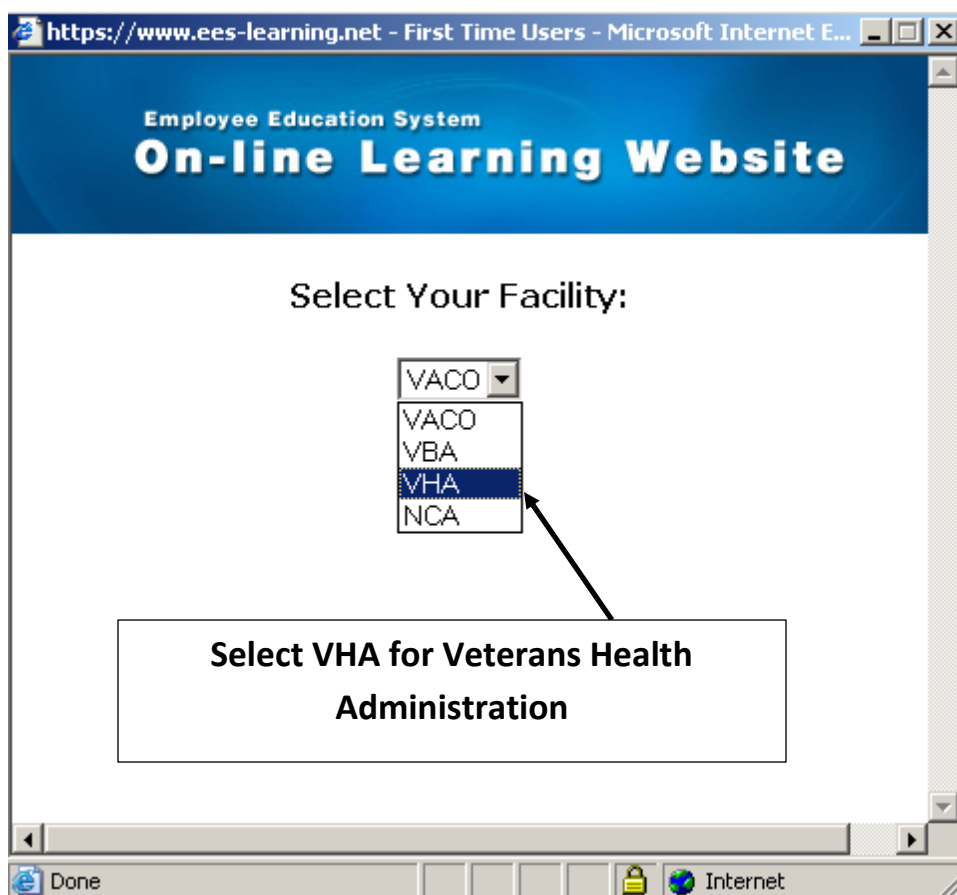
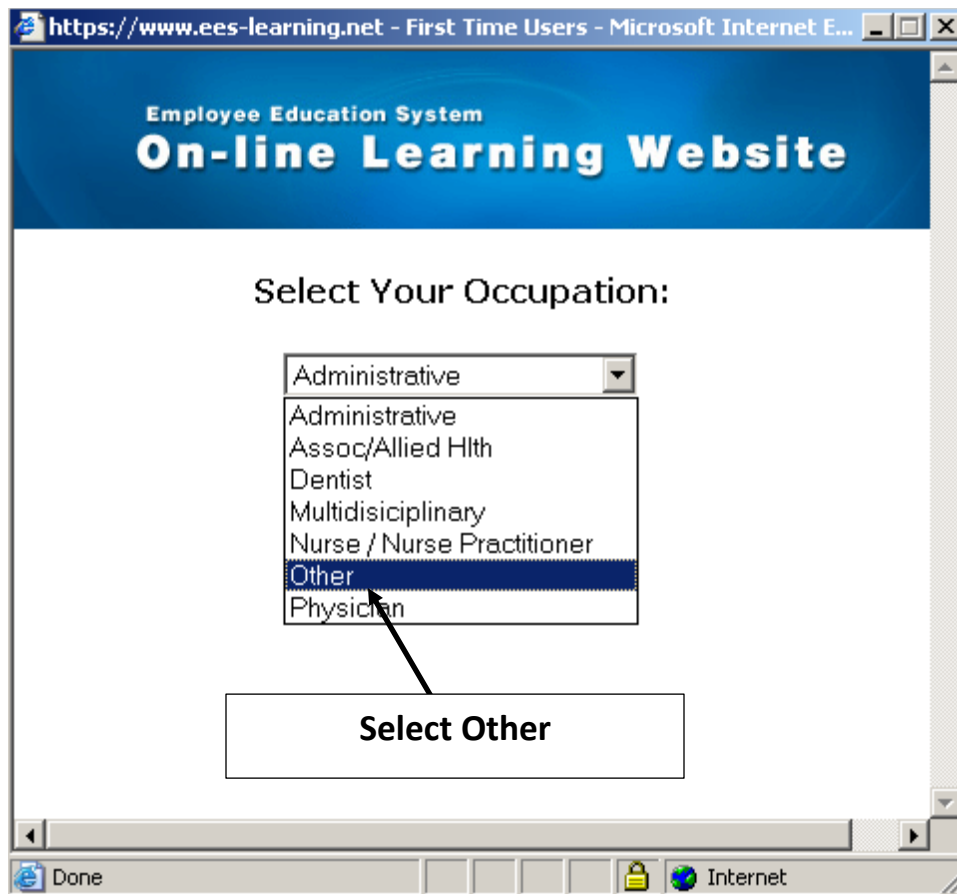
Last Name:

Last 4 digits of your SSN:

Submit

Done Internet

Enter Your First Name, Middle Name or Middle Initial, Last



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Employee Education System
On-line Learning Website

First Time User Information

To create an account, please provide the following information.

Create your Username (at least 8 characters).

Create your Password (at least 8 characters).

Type your password again to verify what you typed.

Done Internet

Create a username and password
WRITE THIS INFORMATION DOWN and keep it in a safe place.

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Employee Education System
On-line Learning Website

Congratulations!
You are ready to begin online learning!

Close this window with the button below, and log in using the USER NAME and PASSWORD that you just created!

Click Close Window

Done Internet

First Time Users

[Forgot Password?](#)

User Name:

Password:

Login

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Employee Education System

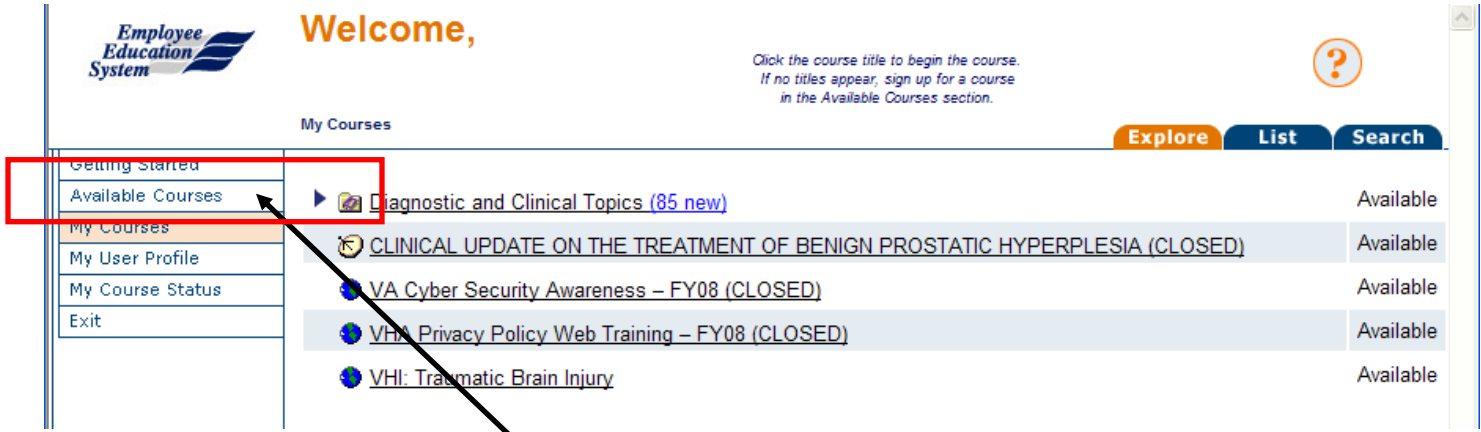
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Date of last Update: July 17, 2005

Department of Veterans Affairs

Login using your newly established username and password

Signing up for the “VHA Mandatory Training for Trainees” Course



Employee Education System Welcome,

Click the course title to begin the course.
If no titles appear, sign up for a course in the Available Courses section.

My Courses

Explore List Search

Getting Started

Available Courses

My Courses

My User Profile

My Course Status

Exit

Diagnostic and Clinical Topics (85 new) Available

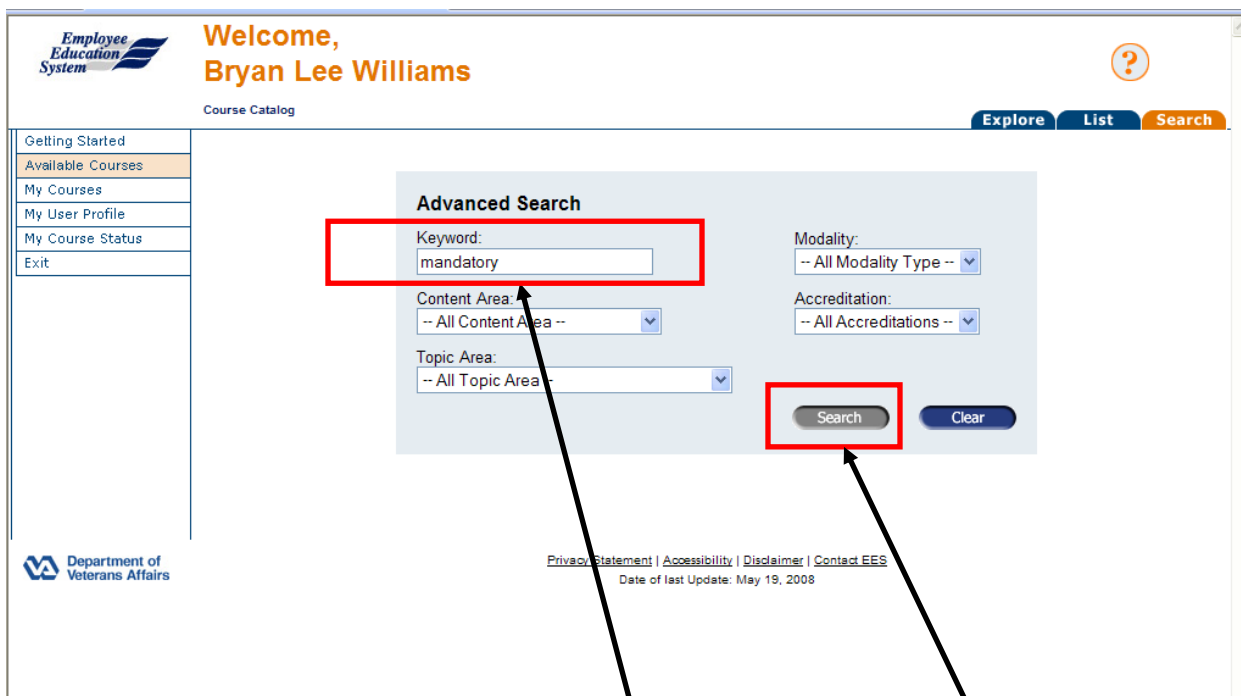
CLINICAL UPDATE ON THE TREATMENT OF BENIGN PROSTATIC HYPERPLESIA (CLOSED) Available

VA Cyber Security Awareness – FY08 (CLOSED) Available

VHA Privacy Policy Web Training – FY08 (CLOSED) Available

VHI: Traumatic Brain Injury Available

Click on Available Courses



Employee Education System Welcome, Bryan Lee Williams

Course Catalog

Explore List Search

Getting Started

Available Courses

My Courses

My User Profile

My Course Status

Exit

Advanced Search

Keyword: mandatory

Content Area: -- All Content Area --

Topic Area: -- All Topic Area --

Modality: -- All Modality Type --

Accreditation: -- All Accreditations --

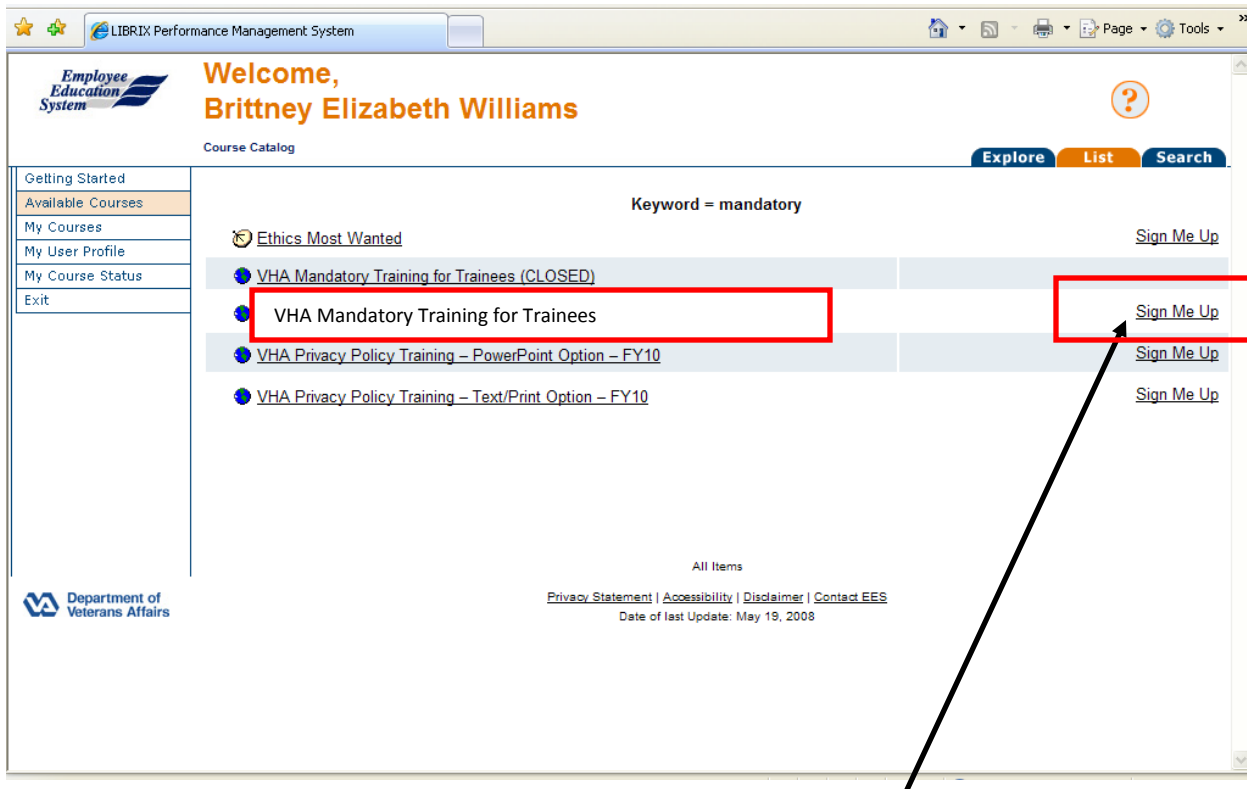
Search Clear

Department of Veterans Affairs

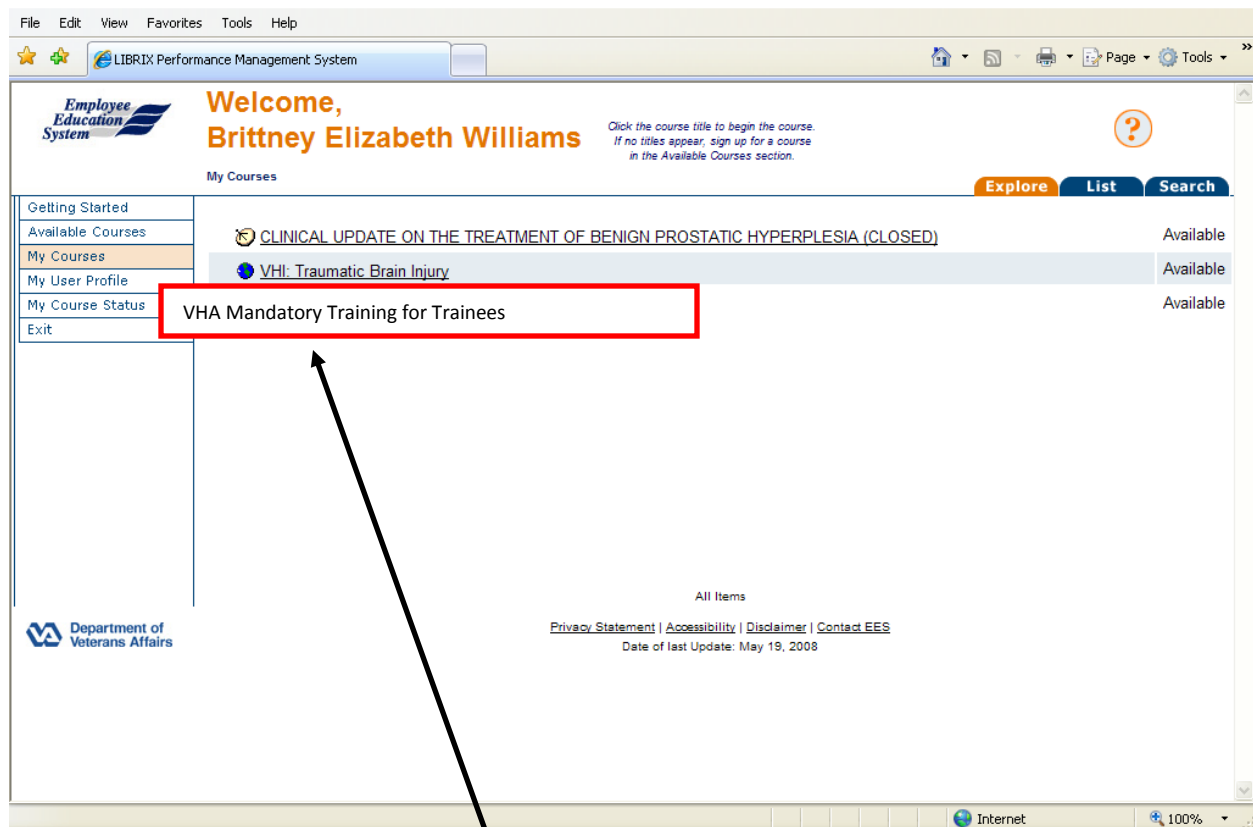
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Date of last Update: May 19, 2008

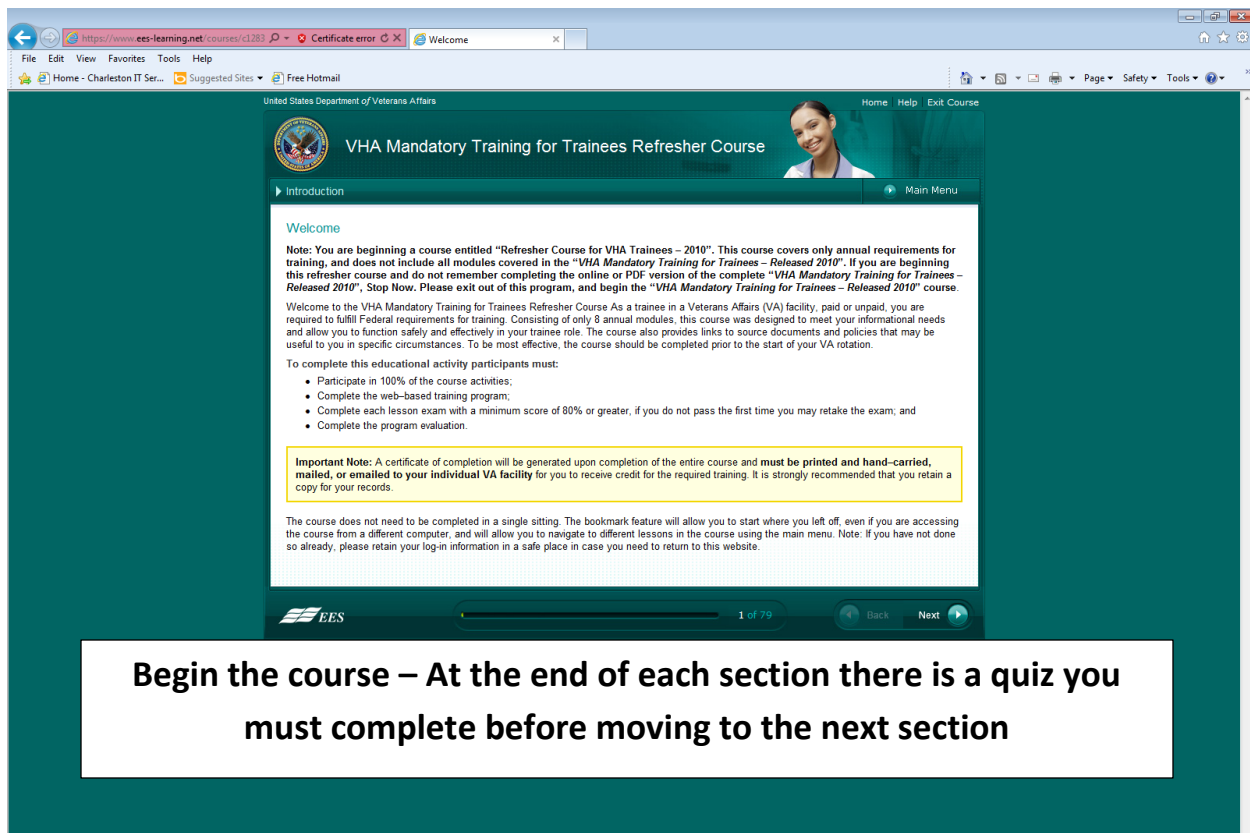
Search for keyword “Mandatory” then click the “Search” button.



Click on the hyper link **“Sign Me Up”**



Click on the **“VHA Mandatory Training for Trainees”** Link.



VHA Mandatory Training for Trainees Refresher Course

Welcome

Note: You are beginning a course entitled "Refresher Course for VHA Trainees – 2010". This course covers only annual requirements for training, and does not include all modules covered in the "VHA Mandatory Training for Trainees – Released 2010". If you are beginning this refresher course and do not remember completing the online or PDF version of the complete "VHA Mandatory Training for Trainees – Released 2010", Stop Now. Please exit out of this program, and begin the "VHA Mandatory Training for Trainees – Released 2010" course.

Welcome to the VHA Mandatory Training for Trainees Refresher Course. As a trainee in a Veterans Affairs (VA) facility, paid or unpaid, you are required to fulfill Federal requirements for training. Consisting of only 8 annual modules, this course was designed to meet your informational needs and allow you to function safely and effectively in your trainee role. The course also provides links to source documents and policies that may be useful to you in specific circumstances. To be most effective, the course should be completed prior to the start of your VA rotation.

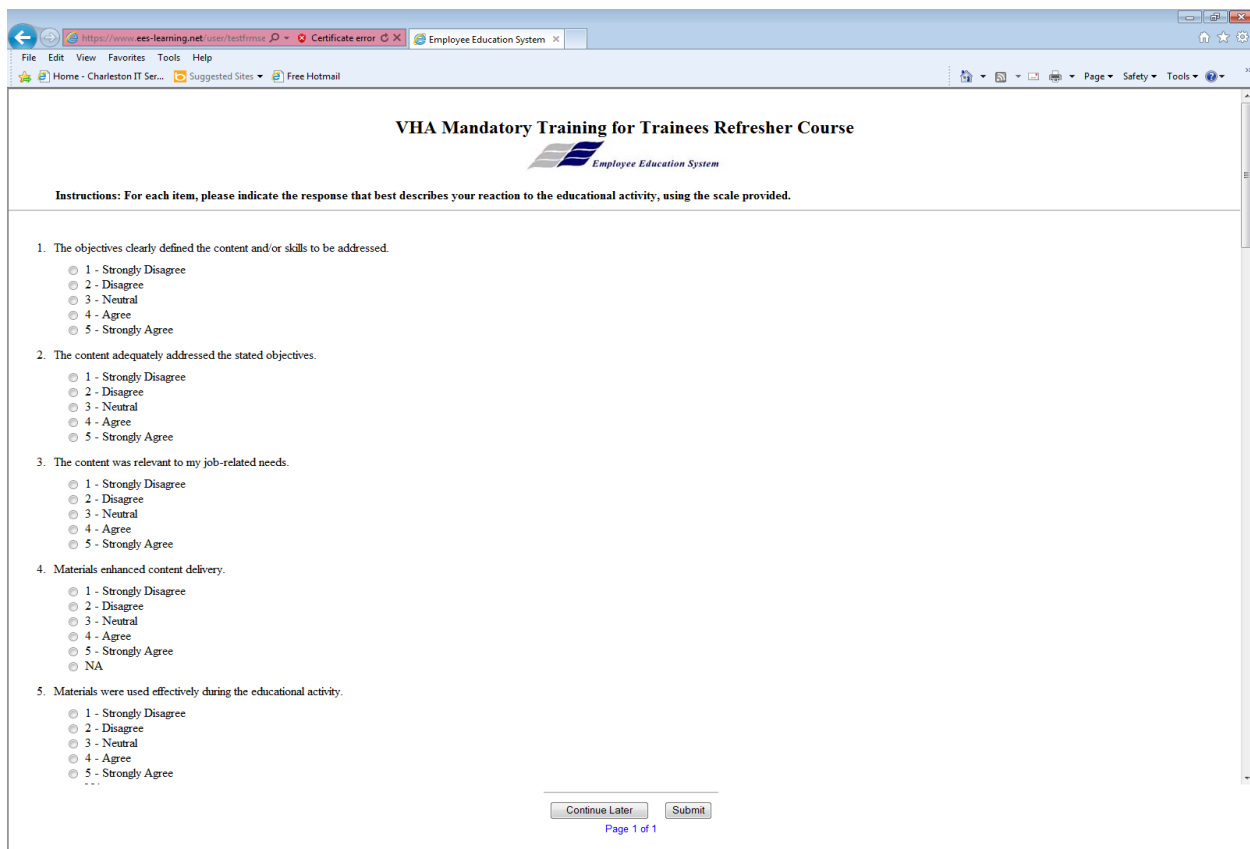
To complete this educational activity participants must:

- Participate in 100% of the course activities;
- Complete the web-based training program;
- Complete each lesson exam with a minimum score of 80% or greater, if you do not pass the first time you may retake the exam; and
- Complete the program evaluation.

Important Note: A certificate of completion will be generated upon completion of the entire course and **must be printed and hand-carried, mailed, or emailed to your individual VA facility** for you to receive credit for the required training. It is strongly recommended that you retain a copy for your records.

The course does not need to be completed in a single sitting. The bookmark feature will allow you to start where you left off, even if you are accessing the course from a different computer, and will allow you to navigate to different lessons in the course using the main menu. Note: If you have not done so already, please retain your log-in information in a safe place in case you need to return to this website.

Begin the course – At the end of each section there is a quiz you must complete before moving to the next section



VHA Mandatory Training for Trainees Refresher Course

Instructions: For each item, please indicate the response that best describes your reaction to the educational activity, using the scale provided.

- The objectives clearly defined the content and/or skills to be addressed.
 - ☐ 1 - Strongly Disagree
 - ☐ 2 - Disagree
 - ☐ 3 - Neutral
 - ☐ 4 - Agree
 - ☐ 5 - Strongly Agree
- The content adequately addressed the stated objectives.
 - ☐ 1 - Strongly Disagree
 - ☐ 2 - Disagree
 - ☐ 3 - Neutral
 - ☐ 4 - Agree
 - ☐ 5 - Strongly Agree
- The content was relevant to my job-related needs.
 - ☐ 1 - Strongly Disagree
 - ☐ 2 - Disagree
 - ☐ 3 - Neutral
 - ☐ 4 - Agree
 - ☐ 5 - Strongly Agree
- Materials enhanced content delivery.
 - ☐ 1 - Strongly Disagree
 - ☐ 2 - Disagree
 - ☐ 3 - Neutral
 - ☐ 4 - Agree
 - ☐ 5 - Strongly Agree
 - ☐ NA
- Materials were used effectively during the educational activity.
 - ☐ 1 - Strongly Disagree
 - ☐ 2 - Disagree
 - ☐ 3 - Neutral
 - ☐ 4 - Agree
 - ☐ 5 - Strongly Agree

Page 1 of 1

At the end of the course, you may be prompted to complete a survey – If so, you must answer all questions including adding comments in the last question

Employee Education System

Welcome,
Bryan Lee Williams

Getting Started
Available Courses
My Courses
My User Profile
My Course Status
Exit

VHA Mandatory Training for Trainees Refresher Course

Thank you for submitting your survey.

[Evaluation-Certificates](#) | [Exit Course](#) | [Back to Course](#)

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Date of last Update: May 19, 2009

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Once the course is complete you must print the completion certificate. Click on the **"Evaluation-Certificates"** link

Employee Education System

Congratulations!
You have completed all requirements necessary to receive continuing education credits.
Select the certificate appropriate for your profession.

 [Employee Education System \(EES\)](#)

If you require assistance printing, saving or sending your certificate, please click the help icon above.

[EXIT COURSE](#) [RETURN TO COURSE](#)

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Click on "Employee Education System (EES)" link

Accreditation Certificate - Windows Internet Explorer

https://www.ees-learning.net/certificat5/reset.asp?whichcert=9 Certificate error

File Edit View Favorites Tools P

Print

Employee Education System
Certificate of Completion
This is to certify that
Bryan Lee Williams
has completed a course entitled
VHA Mandatory Training for Trainees
The Employee Education System has presented this
Continuing Education Activity for 2 contact hour(s)
The Employee Education System maintains responsibility for the program.
This training was completed on Feb 6, 2012

Louise Van Diepen
Louise Van Diepen
Acting VHA Chief Learning Officer

Congratulations!
You have completed all requirements necessary to receive continuing education credits.
Select the certificate appropriate for your profession.
Education System (EES)
If you require assistance printing, saving or sending your certificate, please click the help icon above.
RETURN TO COURSE

Click "Print" to print your completion certificate

End of Course Page - Windows Internet Explorer

https://www.ees-learning.net/courses/c776/eoc.asp?reset=yes

File Edit View Favorites Tools Help

End of Course Page

Employee Education System

Congratulations!
You have completed all requirements necessary to receive continuing education credits.
Select the certificate appropriate for your profession.
Employee Education System (EES)
If you require assistance printing, saving or sending your certificate, please click the help icon above.
EXIT COURSE **RETURN TO COURSE**

Department of Veterans Affairs

Click "Exit Course" – You are now complete.

Forward your certificate to Education Service via fax at **478-274-5876** or email to **bryan.williams2@va.gov**